Minutes
For
RDU PMii User Group Meeting # 5
(Prepared by Rekha Patel)

The Roadway Design Unit PMii User Group had its fifth meeting on October 4, 2006 in the Roadway Design Conference Room. The Following group members were in attendance:

Ron Allen
Greg Brew
Jimmy Goodnight
Gary Lovering
Ron McCollum
Rekha Patel
Robert Stroup
Roger Thomas
Jimmy Norris
Jay Bennett

The goal of the meeting was to review the minutes from the August meeting, brief the group on items discussed at the PMii User Group meeting that was held on September 18, 2006, and discuss the status of the short-term goals of the RDU PMii User Group.

♦ **Review of August Meeting Minutes**
Ron Allen opened the meeting by stating that the Draft Activity Start Report and the Draft Activity Completion Report are now located on the Roadway's Share Drive. Bill Martin of the Project Management/Scheduling/PMii Unit has made several changes since their original versions. Ron asked the group to provide feedback on these reports.

♦ **PMii User Group Meeting Update**
Ron Allen passed out a copy of the minutes from the September meeting. The following are points of interest from the meeting:

   ▪ Jimmy Norris stated that you should always open CJ20N to level six. There is a possible system bug that causes the relationships to disappear (especially the predecessor) when CJ20N opened with less than six levels. A bulletin will be posted on the Scheduling/PMii website and Bill Martin will send out notification to all users once it is posted. Jay Bennett and Ron Allen pointed out that a notice should be sent to all users as soon as possible, since CO-Project Managers are currently rescheduling projects.

   ▪ ZPSR24 does not capture all projects that are assigned to a particular workcenter. Jimmy Norris suggested that when you run ZPSR24, make sure the "include only released activities" box is not checked. The remaining three items should be checked.

   ▪ It was pointed out that people should not be charging time to any activities in the legacy networks if the standard networks are available for the project. Jimmy Norris said that technicians and lower level engineers should be charging time to the lowest possible activity or activity element. Project Engineers may charge time to the WBS number, activity or activity elements.

♦ **FAQ – Tips and Tricks**
Greg Brew stated that the FAQ has been categorized in several sections, i.e. General; Activities, Elements, and Milestones; Confirmation; etc. He passed out a copy of FAQ and asked for feedback. Ron Allen said the comments should be returned to Greg before November 8th. Meanwhile, Greg said that his subcommittee would divide questions among themselves and begin preparing answers. As the group reviewed the list of FAQ, the following comments were made:

   ▪ It was noted that it is very difficult to navigate BSIP's site for the BPPs. Jimmy Norris suggested that we should copy the applicable BPPs onto Roadway's Share Drive.

- There are two or three ways to confirm an activity and/or activity elements. Jay stated that we should only write up the way that the RDU PMii User Group agrees and thinks is the best way to confirm. For now it appears that ZCNS47 is the best way to confirm.

- Canceling Forecast Finish Date: Jimmy Norris said if you are having difficulties with canceling forecast finish date using ZCNS47 than use transaction CN29.

♦ **Standardize Roadway Guidelines**
Ron McCollum talked about setting a milestone once an activity is confirmed. He proposed that once a milestone has been completed, the activity manager should copy the scheduled date into the fixed date field and fill in the actual date with the date the milestone was completed. This has been a trend in the Engineering Coordination Section to measure PEF's performance on meeting the project deadlines. Jimmy Norris said that this practice could be helpful to track the history of milestones. If a milestone has been completed but not set to the fixed date it will move with an activity when the project is rescheduled. He cautioned that the actual date should only be set when the milestone activity has been completed.

♦ **CNS43 – Aging Report**
Ron Allen said that the aging report has not been completed. He said that the majority of the report works but could not validate the forecast aging date. Gary Lovering questioned the need for the report since CJN20 also identifies the last person who changed the project and when they change it. Jimmy Norris said that CJN20 does not tell you what was changed whereas CNS43 will provide that information.

The main purpose of the forecast aging report is to tell when and who rescheduled certain networks forecast schedules. This is important when PDEA reschedules only the Doc Prep and there's a delay before Roadway can reschedule the remainder. Also, Program Development can use this to see how old a forecast schedule is prior to updating the basic.

♦ **Barchart Enhancement**
Jimmy Norris demonstrated the barchart program that was created by Seth Jaffe of IT. This new barchart does not show the description of the project nor mandays. There are two variants available for use – Roadway Basic Barchart and Roadway Forecast Barchart. Jimmy asked that users do not change the layout (location of columns) of the report. Users do have flexibility to change the information they would like to include in the barchart. Jay Bennett questioned the need for the barchart since the mandays are not included in the chart. Ron Allen said the chart provides a visual representation for CO-PMs to discuss the project schedules. Roger Thomas stated that even though the mandays are not shown in the chart, it is very easy to color-code the project work to see how our resources are being used and if there is a need to change a schedule to avoid overlap of the projects.

Jimmy Norris said that the current barchart program is ready to be released. Meanwhile, he said that they are working on another transaction called ZPSR28, which will further enhance the barchart. Ron Allen asked Jimmy to provide a copy of the program to the RDU PMii User Group members for review and comments before releasing to PDEA.

♦ **Executive Dashboard**
Ron Allen demonstrated the dashboard, which will be utilized by the upper management to monitor the status of projects. It is also a useful tool for CO-PMs to review their project with their counterparts in PDEA.

♦ **CJR3 and CJ41 – Display the TIP and the Latest Estimate**
Ron Allen said that he had difficulty running these reports.

♦ **Agenda, Notes and Minutes**
Robert Stroup will be preparing the agenda and meeting minutes for the next meeting.

♦ **Next Meeting**
The next meeting will be held on November 15, 2006 at 10:00 am. in the Roadway Design Conference Room.